



Institute of Technology

## UTF01—Application for Enrolment

This form is designed to be used for enrolling local students

All schools' RTOs across Australia are required to collect this information for all students the success of this process is that all schools' RTOs use the nationally consistent definitions for student background characteristic information exactly as they appear on this enrolment form.

### PART 1—Select Your Course

Tick	Course Code	Course Name	Qualifications
<input type="checkbox"/>	AUR20220	Certificate II in Automotive Air Conditioning Technology	
<input type="checkbox"/>	AUR32120	Certificate III in Automotive Body Repair Technology	
<input type="checkbox"/>	AUR30620	Certificate III in Light Vehicle Mechanical Technology	
<input type="checkbox"/>	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	
<input type="checkbox"/>	AUR50216	Diploma of Automotive Technology	
<input type="checkbox"/>	BSB50120	Diploma of Business	
<input type="checkbox"/>	BSB50420	Diploma of Leadership and Management	
<input type="checkbox"/>	BSB60120	Advanced Diploma of Business	
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management (Learning)	

Tick	Course Code	Course Name	Skill Sets
<input type="checkbox"/>	AURLTD106	Carry out light vehicle wheel alignment operations (AURLTD106)	
<input type="checkbox"/>	AURSS00044	Vehicle Air Conditioning Service, Retrofit and Repair Skill Set	
<input type="checkbox"/>	AURSS00037	Hybrid Electric Vehicle Inspection and Servicing Skill Set	
<input type="checkbox"/>	AURSS00032	Automotive LPG Installation, Service and Repair Skill Set	
<input type="checkbox"/>	AURSS00033	Automotive LPG Service and Repair Skill Set (2 LPG unit for safety/roadworthy inspection)	

## PART 2—Your Study Reasons

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/ apprenticeship? (Tick one box only.)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To start my own business          | <input type="checkbox"/> To get a better job or promotion       |
| <input type="checkbox"/> It was a requirement of my job  | <input type="checkbox"/> To get a job                      | <input type="checkbox"/> For personal interest/self development |
| <input type="checkbox"/> To try for a different career   | <input type="checkbox"/> I want an extra skills for my job | <input type="checkbox"/> Other                                  |

## PART 3—Your Personal Details

<b>Title:</b>	Your first name:	Second Given Name:	Your family name:
Dr, Miss, Ms, Mrs, Mr, <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	_____	_____
<b>Date of birth (dd/mm/yyyy)</b>			<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
<b>Mobile number:</b>	Home phone:		
<b>Email address:</b>			
<b>Your residential address</b>	Building/Property name:	Flat/Unit Number:	Street Number:
	_____	_____	_____
	Street Name: _____		
	Suburb: _____	State: _____	Post code: _____
Your Postal address?  (If different from above)	Building/Property name:	Flat/Unit Number:	Street Number:
	_____	_____	_____
	Street Name: _____		PO Box: _____
	Suburb:	State:	Post code:
	Phone: _____	Mobile: _____	
Provide your Unique Student Identification (USI) number? (If you don't have one, register at <a href="http://www.usi.gov.au">www.usi.gov.au</a> )			

## PART 4—Your Employment Details

<b>How long have you been working as a mechanic?</b>	<input type="checkbox"/> Never	<input type="checkbox"/> 1-2 years	<input type="checkbox"/> 2-5 years	<input type="checkbox"/> > 5 years
<b>Are you currently employed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Employer details:</b>	Trading Name:			
	Supervisor name:			
	Contact number:			
	Address:			
	Suburb:	State:	Post code:	

## PART 5—Previous qualification achieved

Have you SUCCESSFULLY completed any of the following qualification in Australia?  
Tick the relevant box if “yes”

Yes  No

Certificate I, II  Certificate III  Certificate IV  Diploma or higher level

Please provide the full detail of the qualification completed: \_\_\_\_\_

## PART 6—Language and Cultural Diversity

In which country were you born?

Australia  Other: \_\_\_\_\_

Are you an overseas student?  No  Yes

Town of birth: \_\_\_\_\_

I am :  Australian Citizen  Permanent Resident

New Zealand Citizen  Asylum Seeker

Are you of Aboriginal or Torres Strait Islander Origin?

No  Yes, Aboriginal  Yes, Torres Strait Islander

Do you speak other language at home:  No, English Only

Yes, Please specify \_\_\_\_\_

How well do you speak English:  Very well  Well  Not well  Not at all

Do you require additional training support?  No  Yes, please specify: \_\_\_\_\_

## PART 7—Disability and mental health

Do you consider yourself to have a disability, impairment or long-term condition?  Yes, please specify below.  No

If yes, please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area)

Hearing/deaf  Learning  Vision  Physical  Mental Illness

Medical Condition  Intellectual  Acquired Brain Impairment

Other \_\_\_\_\_

Do you require additional training support?  Yes \_\_\_\_\_  No

## PART 8—Schooling

What is your highest COMPLETED secondary school level (tick one box only)

Year 12 or equivalent

Year 10 or equivalent

Year 8 or below

Year 11 or equivalent

Year 9 or equivalent

Never attended school

In which year did you complete that school level? \_\_\_\_\_ Are you still attending secondary school?  Yes  No

## PART 9— Previous qualification achieved

Have you SUCCESSFULLY completed any of the following qualifications?

Yes  No (if no, please move on to the next question)

If yes, Yes, please enter **one** of these Prior Education Achievement Recognition Identifiers **any** applicable qualification level.

A – Australian

E– Australian equivalent

I – International

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

A – Australian

E– Australian equivalent

I – International

A E I

Bachelor Degree or Higher Degree

Advanced Diploma or Associate Degree

Diploma (or Associate Diploma)

Certificate IV (or Advanced Certificate/Technician)

Certificate III (or Trade Certificate)

Certificate II

Certificate I

Certificates other than the above

## PART 10— Employment

Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)

Full-time

Part-time

Self employed - not employing others

Employer

Employed - unpaid worker in a family business

Unemployed - seeking full-time work

Unemployed - seeking part-time work

Not employed - not seeking employment

Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) If never employed go to next Question.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Managers                               | <input type="checkbox"/> Professionals                       | <input type="checkbox"/> Technicians and Trade Workers   |
| <input type="checkbox"/> Sales Workers                          | <input type="checkbox"/> Labourers                           | <input type="checkbox"/> Machinery Operators and Drivers |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Clerical and Administrative Workers | <input type="checkbox"/> Other                           |

Which of the following classifications BEST describes the Industry of your current or previous Employer? If never employed go to next Question.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Agriculture, Forestry and Fishing          | <input type="checkbox"/> Mining  | <input type="checkbox"/> Manufacturing                     |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services | <input type="checkbox"/> Construction                                    | <input type="checkbox"/> Wholesale Trade                   |
| <input type="checkbox"/> Accommodation and Feed Services            | <input type="checkbox"/> Retail Trade                                    | <input type="checkbox"/> Transport, Postal and Warehousing |
| <input type="checkbox"/> Information Media and telecommunications   | <input type="checkbox"/> Financial and Insurance Services                |  |
| <input type="checkbox"/> Rental, Hiring and real Estate Services    | <input type="checkbox"/> Professional, Scientific and Technical Services |  |
| <input type="checkbox"/> Administrative and Support Services        | <input type="checkbox"/> Public Administration and Safety                |  |
| <input type="checkbox"/> Education and Training                     | <input type="checkbox"/> Health Care and Social Assistance               |  |
| <input type="checkbox"/> Arts and recreation Services               | <input type="checkbox"/> Other Services _____ (including automotive)     |  |

### PART 11—Victorian Student Number (To be completed by all students aged up to 24 years only)

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

No, I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. (move to part 12)

Yes, I have attended a Victorian school since 2009. Please enter your Victorian Student Number (VSN)

Most recent Victorian school attended

.....

and / or

Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011

List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

.....  
.....

### PART 12—Course Credit

If you are applying for a Credit Transfer or a Recognition of Prior Learning, please select below:

Credit Transfer—If you have completed course module (s) elsewhere in Australia and wish to apply for Credit Transfer (s), please complete a Credit Transfer form and attach relevant certificates, transcripts, statement of attainments...

Recognition of Prior Learning (RPL)— UTAIT offers students recognition for skills and knowledge that they already possess. If you wish to apply for RPL, please complete an RPL application form and make an appointment with UTAIT’s assessor to discuss your specific needs.

### PART 13— Identification Document submitted to search/verify or apply for the Unique Student Identifier

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Driver’s licence        | <input type="checkbox"/> Medicare Card                         | <input type="checkbox"/> Australian Passport               |
| <input type="checkbox"/> Birth Certificate       | <input type="checkbox"/> Certificate of Registration by Decent | <input type="checkbox"/> Overseas Passport with valid visa |
| <input type="checkbox"/> Citizenship Certificate | <input type="checkbox"/> ImmiCard                              |  |

### PART 14—Consent/Authority to Release Information and View Documents

I to provide consent and authority to release information and view documents in accordance with the Privacy Act 1988, which incorporates the Privacy Amendment (Private Sector) Act 2000.

While I undertaking training program at UTAIT, there will be times when UTAIT and/or its training representative, will need to discuss my situation with others. As part of the training and assessment, there will also be a need to observe and

examine workplace practices to help assess my work.

At the end of each training milestone, a report of my progress during that month may be presented to my organisation's nominated supervisor. This report will include:

- The level of training I am at, so the trainer may adjust my training if required.
- Days of absenteeism
- Progress in assessments and outcomes

A copy of this will be filed with my training records which I may request to view.

Any discussion held with me or my supervisor will be for purposes of my assessments and skills development.

During training with UTAIT, I will be required to participate in different surveys, including the National Students Outcomes Survey (NCVER).

### PART 15—Consent/Authority to Apply/Search/Verify for the Unique Student Identifier

I agree to provide consent and authority for UTAIT to search, verify or apply for the Unique Student Identifier.

Note: Students who have a genuine personal objection to being assigned a student identifier will be able to apply for an exemption to the Student Identifiers Registrar. Office of the USI Registrar, Canberra City ACT 2601, GPO Box 9839, Canberra ACT 2601

### PART 16—Student Declaration

a) I understand my enrolment with UTAIT PTY LTD will be completed when the registration form has been received and accepted, this declaration has been completed, and the Course Fee or Administration Fee has been paid or an exemption granted.

b) I understand the information and the requirements of the course that I am enrolling. I understand that I may apply for Recognition of Prior Learning (RPL) by marking the appropriate box on the enrolment form. I am aware that I must provide supporting evidence as an attachment to my enrolment and that I must make this RPL election prior to the course commencing or on the day of induction. I can also apply for Credit Transfer by completing the applicable form and returning it to reception. The original certificate must be sighted or a verified copy of the original supplied. All students must submit requests for Credit transfer or RPL within 14 days of course commencement.

c) I agree that I must submit all assessment tasks on the due date. All assessments must be submitted and marked prior to the issue of a qualification. I understand that it is my responsibility to ensure that I keep copies of any assessments submitted for marking.

d) I acknowledge that should I require replacement of any resources, course material and/or equipment that I will be directly responsible for the cost of such material and/or equipment.

e) I have access to e-copy of the UTAIT Handbook, Complaints and Appeals procedure, Fees, Charges Policy and Procedure, Fees and Charges Schedule and the Refund Policy and Procedure, which are available in [www.utait.edu.au](http://www.utait.edu.au). I understand that if I breach my obligations set out in the UTAIT Student Handbook and any policies advised to me by UTAIT that this may result in my immediate withdrawal from the course by UTAIT.

f) I understand my rights and obligations as a student at UTAIT. I also understand my right as a consumer and the availability of complaints and appeals processes do not remove my right to take action under Australian consumer protection laws.

g) I am aware of my rights in regards to the cooling off period during which I can change mind in my enrolment with UTAIT.

h) I declare that, to the best of my knowledge, the information on my registration form and the supporting evidence supplied by me is true and correct in every regard. I am committed to commencing the course and to the best of my ability to completing the course. All details provided by me at Enrolment are true, correct and complete. I undertake to notify UTAIT immediately in writing if there are any changes to the details which I have provided.

#### PRIVACY NOTICE

The information provided by you in this application form will be used by UTAIT PTY Ltd for the purpose of general participant administration, planning and communication. The information contained herein may be provided to governmental agencies that fund and/or accredit this course.

The provision of this information is essential to determine your eligibility for a place in this course. You consent to UTAIT obtaining all personal information necessary for the purpose of your application and course. Information provided will be held securely. Refer to the Privacy Policy for further information.

I have read, understood and agree with the above statements and conditions.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

(This application must be signed by a parent if the student is under 18 years old at the time of application).

### PART 17—Office Use only

Is the student experience sufficient for studying?

Yes  No

Admin fee paid: \_\_\_\_\_

Student ID issued: \_\_\_\_\_

Material fee paid: \_\_\_\_\_

Processed by: \_\_\_\_\_

Tuition deposit paid: \_\_\_\_\_

USI verified by: \_\_\_\_\_

Certify student IDs

Data entered to SMS by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_